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300658

INTERIM ASSIGNMENT SECTION
Progress and Accomplishments
1 July 1957 - 30 June 1958

New Employees

Clerks.....
Clerk-Typists.....
Clerk-Stenographers.....
Miscellaneous (Other).....
Professionals.....
Total . . .

25X9

Type Clearance

Full Clearance.....
Provisional Clearance.....
Total . . .

Clerical Induction Section Training (OTR)

Maximum number in training for one month (July).....
Minimum number in training for one month (June).....
Average number in training for one month.....
Man Hours devoted to training in required skills and related
subjects.....

31,204

Clerical Orientation (OTR)

Total number.....

25X9

Work Project Man Hours

Typing.....
Clerical.....
Total . . .

81,376
37,187
118,563

Resignations

Security, medical and personal reasons.....

106

Minimum, Maximum and Daily Average

Minimum number of personnel for one day.....
Maximum number of personnel for one day.....
Daily average.....

25
465
153

Number of employees referred to Appointments Section, RSD, for
assignments.....

25X9

Number of employees charged against IAS slots and referred directly
by the IAS to Administrative Officer, Office of Assignment.

Memoranda to Pay Roll Branch certifying leave balance from other
Agencies.....

85

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Memoranda to Security Control Officer (OS) requesting permission
to obtain outside employment after working hours and on
Saturday..... 30

Memoranda to Security Control Officer (OS) requesting permission
to take outside Educational courses..... 57

Personal History Statement Folders
Field Recruitment Officers.....
Various Agency Offices.....
Total. . . 25X9

Bus tickets issued (approximately).....

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